

attached to  
Indianapolis City Hospital  
1905  
ART  
1305

—THE—

## INDIANA SCHOOL OF NURSING.

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### ARTICLES OF ASSOCIATION.

We, the undersigned, citizens and residents of the City of Indianapolis, Marion county and State of Indiana, do hereby voluntarily associate ourselves together under the laws of the State of Indiana providing for the incorporation of voluntary associations.

#### ARTICLE I.

The name of this Society shall be THE INDIANA SCHOOL OF NURSING.

#### ARTICLE II.

The object of the Society shall be the establishment and management of an institution in which nurses shall be educated and trained to care for the sick.

#### ARTICLE III.

The following are the names and places of residence of the members of this Society :

MARY A. STEWART, Indianapolis, Indiana

MARY V. FOLTZ, Indianapolis, Indiana.

ADELIA SYFERS, Indianapolis, Indiana.

HATTIE G. SWAIN, Indianapolis, Indiana.

## ARTICLE IV.

The Seal is circular in form with a rope edge. Within the outer circle is the name of the institution viz.: The Indiana School of Nursing, Indianapolis. In the center is the monogram "I. S. N.", Organized July 31, 1894. The following is the impression to-wit:



## ARTICLE V.

This Society shall have such officers and agents for the management of its business and prudential concerns as shall be provided in the By-Laws; and they shall be elected by the ballots of the members at such times and places as shall be designated or authorized by the By-Laws. Qualifications for and election to membership shall be governed in all things by the provisions of the By-Laws.

## ARTICLE VI.

For the purpose of making these articles valid, firm and effectual, the members hereinbefore named, have hereunto affixed their hands and seals on this twenty-third day of August, A. D. 1894:

MARY A. STEWART,  
MARY V. FOLTZ,

ADELIA SYFERS,  
HATTIE G. SWAIN.

STATE OF INDIANA, }  
MARION COUNTY, } ss:

Before me, John F. Carson, a Notary Public in and for said county of Marion, on this 23d day of August, A. D. 1894, personally came Mary A. Stewart, Mary V. Foltz, Adelia Syfers and Hattie G. Swain, who each acknowledged the execution of the attached and foregoing Articles of Association, for the uses and purposes therein set forth.

[L. S.]      Witness my hand and Notarial Seal.

JOHN F. CARSON,  
*Notary Public.*



## BY-LAWS.

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1. The Society shall be under the direction of a Board of Managers, consisting of not less than ten members.

2. The officers of the Board shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer and an Assistant Treasurer.

3. The Executive Committee shall be composed of the officers of the Board. They shall control the affairs of the Society, subject to the approval of the Board. They shall have power to appoint and remove the Principal of the School.

4. The President shall preside at all meetings of the Executive Committee and of the Board; may call special meetings of the Executive Committee and of the Board, at discretion; and shall call special meetings of the Executive Committee at the request of any two members thereof, and meetings of the Board at the request, in writing, of any five members thereof: *Provided*, That the purpose of such meeting be indicated in such request.

The President shall appoint special committees; also the chairman of the standing committees, and perform such other duties as are usually incident to such office.

5. The Vice-President shall perform the duties of the President in cases of absence or inability or failure to act of the President. Should the Vice-President also be unable to act, a President *pro. tempore* shall be chosen from among the members present.

6. It shall be the duty of the Recording Secretary to keep a record of the proceedings of all meetings, which shall be subject to the inspection of the Executive Com-

mittee; to receive and file the reports of committees and to make a report at the annual meeting.

7. The Corresponding Secretary shall conduct the correspondence of the Board of Managers, and issue all notices to members, in writing, within a week previous to any regular or special meeting of the Board. She shall keep the roll of membership.

8. The Treasurer shall receive and keep all moneys to the credit of the Society, depositing the same as may by the Executive Committee be directed; and disbursing said money as may be authorized by the Executive Committee. At each regular meeting of the Board, the Treasurer shall submit a statement showing the condition of the treasury, with a report of receipts and expenditures since the last meeting. All orders upon the Treasurer shall be signed by the President and countersigned by the Secretary.

9. There shall be a Committee on Nominations for Membership, composed of the President and three Managers. The names of persons, candidates for membership in the Society, shall be presented to this committee. In the event of a vacancy in the Board occurring between elections, this committee shall report and recommend the party or parties eligible for election. After such nomination by the committee the election shall take place, by ballot, at any meeting of the Board at which two-thirds of the managers shall be present. Three negatives shall defeat an election.

10. The absence of a member from the meetings of the Board, or of committees of which she may be a member, for a consecutive period of three months, without giving notice to the Corresponding Secretary, may be considered by the Board as equivalent to a resignation.

11. Any person donating five hundred dollars may become a life member of the Society, subject to conditions made by the Executive Committee and approved by the Board.

12. An Advisory Committee shall be appointed an-



nually by the Executive Committee, to consist of not more than three gentlemen, whose duty it shall be to advise with the Executive Committee whenever by them requested.

13. There shall be three standing committees, to-wit:

A Hospital Committee.

A Household Committee.

A Finance Committee.

14. The Chairman of each committee shall select the other members of the committee.

15. The duties of the Hospital Committee shall be to confer with the Principal of the School on matters relating to the education and training of the pupil nurses. One member of this committee shall be required to visit the City Hospital weekly. This visitor shall report through the Chairman to the Board, at the regular meeting, the condition of the wards, the diet kitchen and any other part of the Hospital, for the care of which the Society is responsible.

16. The duties of the Household Committee shall be to inspect the accounts and regulate the expenses of the Nurses' Residence each month; to provide suitable domestic help and to act in any emergency that may occur in the Residence. One member of this committee shall be required to visit the Residence weekly. She shall report through the Chairman to the Board, at the regular meeting, the condition of the Residence in every part, at each visit.

17. The duties of the Finance Committee shall be to consider and recommend ways and means for securing such funds as may be necessary, in addition to the appropriation from the city, to meet the expenses of the School.

18. The Principal of the school shall be also the Superintendent of Nursing. She shall have the care of training the pupil nurses in the complete discharge of their duties in the City Hospital and in families. As Superintendent

she shall have the entire control of the Nurses' Residence, subject to the approval of the Board of Managers, and shall be responsible for the conduct and comfort of the pupil nurses while under her care. She shall have the privilege of selecting her own Assistant, subject to the approval of the Executive Committee.

19. The Assistant Superintendent shall be also the Matron of the Nurses' Residence. She shall be under the direction of the Superintendent in the discharge of her duties in the Hospital and in the Residence.

20. Stated meetings of the Managers shall be held on the second Wednesday of each month. Five members shall constitute a quorum for the transaction of business. Three officers shall constitute a quorum at a meeting of the Executive Committee.

21. The order of business in a Board meeting shall be:
- Roll Call by Corresponding Secretary.
  - Reports of Officers and Committees.
  - Report of Principal of School.
  - Unfinished Business.
  - New Business.
  - Adjournment.

22. The annual meeting of the Society shall be held in the City of Indianapolis, on the second Wednesday in January, at such hour and place as may be designated by the vote of the Board, when full reports for the year shall be made by the Recording Secretary and the Treasurer. The annual meeting, being for the election of officers as well as the transaction of business, a quorum must consist of seven members.

23. These By-Laws, or any of them, may be amended at any regular or special meeting, or at the annual meeting: *Provided*, That notice of such amendment has been given at a previous regular meeting, two thirds of the members of the Board being present.



**BOARD OF MANAGERS.**

MRS. MARY A. STEWART . . . President.  
Vice-President.  
MRS. C. F. SAYLES . . . . . Recording Secretary.  
MRS. D. F. SWAIN . . . . . Corresponding Secretary.  
MRS. W. J. HOLLIDAY . . . . . Treasurer.  
MRS. HOWARD FOLTZ . . . . . Assistant Treasurer.  
MRS. R. K. SYFERS.            MRS. S. K. FLETCHER.  
MRS. S. H. COLLINS.        MRS. ADELA COE.

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**PRINCIPAL OF THE SCHOOL.**

MISS FLORENCE HUTCHESON.

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**ASSISTANT SUPERINTENDENT.**

MISS MARGARET WOODWORTH.